

REPORT TRANSMITTAL FORM

Office Use Only	<div> <div>Name of Practice Unit</div> <div> <div>Office Street Address</div> <div>County</div> </div> <div> <div>City</div> <div>State</div> <div>Zip</div> </div> <div> <div>Office Manager</div> <div>Phone No.</div> </div> <div>The information provided on this report is true and accurate to the best of my knowledge.</div> <div> <div>Signature</div> <div>Date</div> </div> </div>
Assigned #	
A-_____	<div> <div>() This office does not issue reports on audited financial statements and requests exemption from the submission requirement for this level of reporting.</div> <div>OR</div> <div>() Audit Report Enclosed:</div> <div> <div>Type of Entity_____</div> <div>County Client Located In_____</div> </div> </div>
R-_____	<div> <div>() This office does not issue reports on reviewed financial statements and requests an exemption from the submission requirement for this level of reporting.</div> <div>OR</div> <div>() Review Report Enclosed:</div> <div> <div>Type of Entity_____</div> <div>County Client Located In_____</div> </div> </div>
C-_____	<div> <div>() This office does not issue reports on compilation of financial statements and requests an exemption from the submission requirement for this level of reporting.</div> <div>OR</div> <div>() Compilation Report Enclosed:</div> <div> <div>Type of Entity_____</div> <div>County Client Located In_____</div> </div> </div>

NEBRASKA STATE BOARD OF PUBLIC ACCOUNTANCY
P.O. Box 94725 Lincoln, NE 68509 - (402) 471-3595

QUALITY ENHANCEMENT PROGRAM (QEP)

TRANSMITTAL FORM INSTRUCTIONS

In accordance with Nebraska State Board of Public Accountancy Rules and Regulations Chapter 4, Section 006.07A, **your firm is required to submit samples of reports with a date ending of December 31, 2003 or after.** Each office location of your firm practicing public accountancy in Nebraska is required to submit these reports for review in the QEP program.

DEADLINE FOR SUBMISSION OF REPORTS: May 15, 2005

The form on the reverse side has been designed for use in transmitting those reports to the State Board.

A separate form should be completed for each practice unit office that issues reports, and the sample reports should be attached to that form.

If a practice unit office **did not issue** audit, review or compilation reports **with a date ending of December 31, 2003 or after**, please check the appropriate statements on the reverse side **and return to the Board office.**

If the practice unit office issued some but not all of the reports described, complete the appropriate sections of the form, attach the applicable reports and forward to the Board office.

You may select the reports to be submitted to this Quality Enhancement Program. **Choose your BEST reports.**

IMPORTANT: You are required, prior to submission of the reports, to mask all references to your firm and confidential client information provided it does not interfere with the review of the report. For example, the client name, address, or federal identification number should be omitted; but reference to the type of organization such as financial institution, school district, hospital, etc., may not be omitted. The best way to assure that the name of the client remains confidential we strongly encourage you to delete the information prior to submission. However, the State Board personnel will review the reports and make sure the references have been removed prior to submitting the reports to the committee for review.

PLEASE NOTE: When you fill out the line entitled "Type of Entity" make sure you are specific (i.e., hospital, contractor, city, grain elevator). Do **not** use such generic terms as "corporation" or "sole proprietorship." We need to be able to apply the appropriate disclosure and reporting requirements.

OTHER EXEMPTION REQUESTS: If your practice unit is required to submit reports this year, and your firm has undergone a peer review of a type that is acceptable to the Board and is equivalent to the QEP program, you **may** be eligible for an exemption. The peer review report must be dated after January 1, 2002. **Use the Exemption Request Form instead of this form and file it with the Board office.**

FIRMS LOCATED OUTSIDE OF NEBRASKA: The QEP program **includes** out-of-state firms practicing in Nebraska. If you are an out-of-state firm licensed to practice in Nebraska, you are **required** to submit an audit, review and compilation report which you issued for **either** Nebraska-based or other clients.

QUESTIONS? Please contact the Nebraska State Board of Public Accountancy at (402) 471-3595.

03/05